



DONALD L. WOLFE, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

September 21, 2006

IN REPLY PLEASE

REFER TO FILE: **AS-0**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AS-NEEDED TREE TRIMMING AND RELATED WORK PROGRAM
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the contract work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Approve the enclosed Sample Master Agreement (Enclosure A) for As-Needed Tree Trimming and Related Work Program with five contractors (Enclosure C), effective November 1, 2006, for a contract period of one year with two 1-year options not to exceed a total contract period of three years.
3. Authorize Public Works to encumber \$600,000, representing the annual not-to-exceed aggregate total amount. Funds are available in various Public Works' 2006-07 Funds.
4. Delegate authority to the Director of Public Works to execute the individual contracts under this Master Agreement with each contractor listed; and to renew each contract for the two 1-year renewals, if, in the opinion of the Director, renewal is warranted; to grant month-to-month extensions at the conclusion of each final contract term not exceeding a total of six months, for the convenience of the County; and to terminate it, if, in the opinion of the Director, it is in the best interest of the County to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this request is to have your Board approve the enclosed Master Agreement and delegate to the Director the authority to enter into individual contracts and to annually renew contracts under the As-Needed Tree Trimming and Related Work Program.

Since 1997, Public Works has contracted these as-needed services, which are required to quickly respond to damaged trees within Public Works' various rights of way and to protect public safety. Tree damage may be the result of winds, fire, floods, and natural occurring tree deterioration, etc. This work will involve emergent, and as-needed tree trimming and related services along roadsides, medians, flood control channels, and other properties belonging to, or being operated by Public Works in the County's unincorporated areas. The contracted services are not designed to replace Public Works' ongoing, scheduled, routine tree maintenance, but will supplement Public Works crews during emergencies or when crews cannot respond in a timely manner.

Implementation of Strategic Plan Goals

The award of these contracts is consistent with the County Strategic Plan Goal of Organizational Effectiveness. Completion of trimming trees will assist Public Works' strategic goal to place emphasis on service excellence and organizational effectiveness by enhancing the level of service to the public. The contractors have the expertise to effectively provide tree trimming and related work in a timely and responsive manner.

FISCAL IMPACT/FINANCING

These contracts are for an annual amount not to exceed \$600,000. This amount is based on Public Works' estimated annual requirements to perform these as-needed services. With Board approval, these contracts may be renewed at the Director's option from year to year for a total contract period not to exceed three years. These contracts will commence on November 1, 2006, for a period of one year with two 1-year options not to exceed a total contract period of three years.

Funds for this contract's first year are available in Public Works' 2006-2007 Road and Flood Funds budget. For subsequent years, when the need arises for services under these contracts, we will finance the requested services from the appropriate fund source. Total annual expenditures for these services, however, will not exceed the contract amount approved by your Board, and no services will be ordered without the

funding authorization of Public Works' Financial Management Branch. There will be no impact on net County cost.

These contracts will allow a cost-of-living adjustment for the additional option years in accordance with County policy established by the Chief Administrative Office.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Prior to the Director executing these contracts, which will be substantially similar to Enclosure A, the contractors will sign and County Counsel will review them as to form.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to these recommended contracts, which are for services required on an as-needed, part-time, and intermittent basis; hence, these contracts are not Proposition A contracts (Los Angeles County Code Chapter 2.121).

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from CEQA pursuant to State CEQA Guidelines and Class 1 of the Environmental Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57.

CONTRACTING PROCESS

On June 21, 2006, Public Works solicited proposals from 400 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Enclosure B), and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the applicable memorandum of understanding, the RFP of these contracted services were submitted on June 19, 2006, to the Local 660 Union for review before being released to the public. The Union declined to meet with Public Works.

On July 19, 2006, six proposals were received. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. Upon evaluation of the six proposals, it was determined that only five proposals met the minimum requirements. An evaluation committee consisting of Public Works staff then evaluated these five proposals. The committee's evaluation was based on criteria described in the RFP, which included price, experience, work plan, and references. Based on this

evaluation, it is recommended that contracts be awarded to all five responsive and responsible proposers (listed in Enclosure C).

Awarding multiple contracts will allow Public Works to ensure timely response to workload requirements. When work is identified, Public Works will always first offer the work to the highest-rated contractor for the service within the Road Maintenance District/Area as specified in Enclosure C. If the highest-rated contractor is not able to perform all or a portion of the required work within Public Works' time frame, Public Works may choose to offer that work to the next highest-rated contractor and so forth until a contractor or contractors are found to be available to accomplish all or a portion of the work.

Enclosure D reflects the proposers' minority participation. The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

These contracts contain terms and conditions supporting Board-sponsored policies such as contractor responsibility and debarment (revised), jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractors before any work is assigned.

As requested by your Board, the contractors have submitted safety records that reflect the activities conducted by the contractors in the past have been according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that these contractors will not be requested to perform services that will exceed the program's approved not-to-exceed amount, scope of work, terms and conditions, and/or duration.

IMPACT ON CURRENT SERVICES

The award of these contracts will not result in the displacement of any County employees, as these services are currently contracted and required on a part-time and intermittent basis to alleviate peak workloads as well as respond to emergent situations.

The Honorable Board of Supervisors
September 21, 2006
Page 5

CONCLUSION

One adopted copy of this letter is requested.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

BB

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Enc. 4

cc: Chief Administrative Office
County Counsel

SAMPLE MASTER AGREEMENT FOR
AS-NEEDED TREE TRIMMING AND RELATED WORK PROGRAM

THIS AGREEMENT, made and entered into this ____ day of _____, 2006, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and [NAME OF CONTRACTOR], a [Form of Entity] (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: That the CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on _____, 2006, hereby agrees to provide services as described in the attached specifications for As-Needed Tree Trimming and Related Work Program in Maintenance District(s)/Area(s) _____, including, but not limited to, Exhibit A, Scope of Work.

SECOND: That this AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibits E through L, Tree Trimming Specifications and Maps of Maintenance Districts/Areas 1, 3, 4, and 5; and the CONTRACTOR'S Proposal, all attached hereto, and the Request for Proposals and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute an integral part of the Contract documents.

THIRD: That the COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director of Public Works, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Form PW-2. In no event will the COUNTY pay any and all contractors providing services under this Program an amount in excess of the aggregate total amount of \$600,000 per year (Maximum Contract Sum), for this Program or such greater amount as the Board may approve.

FOURTH: When Public Works identifies work to be performed in a particular Road Maintenance District/Area, Public Works will first offer the work to the highest-rated contractor for service within the Road Maintenance District Area, as specified in Enclosure C. If the highest-rated contractor is not able to perform all or a portion of the required work within Public Works' time frame, Public Works may choose to offer that work, which the highest-rated Contractor was unable to perform within Public Works' timeframe, to the next highest-rated contractor and so forth until a contractor or contractors are found to be available and capable to perform all or a portion of the work. Notwithstanding the foregoing, the parties understand and agree that these Contracts are nonexclusive, the COUNTY may enter into other contracts for the performance of the same or similar

services, and CONTRACTOR is not entitled to our guaranteed the assignment of any work hereunder.

FIFTH: This Contract's initial term shall be for a period of one year commencing on November 1, 2006. At the discretion of the COUNTY, this Contract may be extended in increments of one year, not to exceed a total contract period of three years. The COUNTY, acting through the Director may give a written notice of intent to extend this Contract at least 30 days prior to the end of each term. In addition, upon notice of at least 30 days, the Director may extend the final contract term on a month-to-month basis, not to exceed a total of six months, for the convenience of the COUNTY.

SIXTH: The CONTRACTOR shall bill monthly upon completion of the work completed in arrears, for the work performed during the preceding month. Work performed shall be billed at the hourly rate quoted in Form PW-2.1 – 2.4, Schedule of Prices. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to any and all contractors under this Program exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: That the CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

TENTH: That the Contractor shall have no claim against the COUNTY for payment of any money or reimbursement of any kind whatsoever for any service provided by the CONTRACTOR after the expiration or other termination of this Contract. Should the CONTRACTOR receive any such payment, it shall immediately notify the COUNTY and shall immediately repay all such funds to the COUNTY. Payment by the COUNTY for

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Director of Public Works

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By _____
Deputy

[NAME OF CONTRACTOR]

By _____
Its President

Type or Print Name

By _____
Its Secretary

Type or Print Name

Bid Information

Bid Number : PW-ASD 622
Bid Title : AS-NEEDED TREE TRIMMING AND RELATED WORK PROGRAM
Bid Type : Service
Department : Public Works
Commodity : LANDSCAPING-DESIGN-FERTILIZING-PLANTING- ETC., BUT NOT GROUNDS MAINTENANCE OR TREE TRIMMING SERVICES
Open Date : 6/21/2006
Closing Date : 7/19/2006 5:30 PM
Notice of Intent to Award : [View Detail](#)
Bid Amount : N/A
Bid Download : Not Available
Bid Description :
June 21, 2006

NOTICE OF REQUEST FOR PROPOSALS FOR AS-NEEDED TREE TRIMMING AND RELATED WORK PROGRAM (2006-AN004)

PLEASE TAKE NOTICE that Public Works is seeking proposals for As-Needed Tree Trimming and Related Work. The annual cost of this service is estimated to be \$600,000.

Minimum Requirement: Proposers or managing employee(s)/site supervisor(s) must have three years' experience in performing the type of service solicited; Proposers must have received and successfully completed large tree work projects within the last three years; Proposers must hold a valid State of California Contractor's C-27 or C 61 (D-49) license; and Proposers must have at least two International Society of Arboriculture certified arborists.

If not enclosed with this letter, the Request for Proposals with contract specifications, forms, and instructions for preparing and submitting proposals may be requested by accessing this link at <ftp://dpwftp.co.la.ca.us/solicitationdocuments/trees.pdf> or from Ms. Barbara Baiz at (626) 458-4059, Monday through Thursday, 7 a.m. to 5:30 p.m.

A Proposers' Conference will be held on Wednesday, July 5, 2006, at 1:30 p.m. at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, California 91803, in Conference Room A. ATTENDANCE BY THE PROPOSER OR AN AUTHORIZED REPRESENTATIVE IS MANDATORY. Public Works will reject proposals from those whose attendance cannot be verified. Attendees should be prepared to ask questions at that time about the specifications, proposal requirements, and contract terms. After the Conference, it may be impossible to respond to further requests for information. The deadline to submit proposals is Wednesday, July 19, 2006, at 5:30 p.m. Please direct your questions to Ms. Baiz at the number above.

The conference facility complies with the Americans with Disabilities Act (ADA). With four business days' notice, Public Works will make all reasonable efforts to provide information in alternate formats and other accommodations for people with disabilities. For the ADA Coordinator, please call (626) 458 4081 or TDD at (626) 282 7829, Monday through Thursday, 7 a.m. to 5:30 p.m.

Contact Name : BARBARA BAIZ
Contact Phone# : (626) 458-4059
Contact Email : BBAIZ@LADPW.ORG
Last Changed On : 6/21/2006 11:10:39 AM

ENCLOSURE C

Contracts will be offered to the highest-rated contractor for As-Needed Tree Trimming and Related Work in each of the following Public Works Road Maintenance Districts: If the highest-rated contractor is not able to perform all or a portion of the required work within Public Works' timeframe, Public Works may choose to offer that work to the next highest-rated contractor, and so forth, until a contractor or contractors are found to be available to accomplish all or a portion of the work.

Road Maintenance District 1 (MD1):

- | | | |
|----|--|--|
| 1. | TruGreen Landcare | 7755 Deering Avenue, Canoga Park,
CA 91304 |
| 2. | Mariposa Horticultural Enterprises, Inc. | 15529 Arrow Highway, Irwindale, CA 91706 |
| 3. | United Pacific Service, Inc. | 120 East La Habra Boulevard, La Habra,
CA 90631 |

Road Maintenance District 3 (MD3):

- | | | |
|----|--|--|
| 1. | TruGreen Landcare | 7755 Deering Avenue, Canoga Park,
CA 91304 |
| 2. | Travers Tree Service | 1811 Lomita Boulevard, Lomita, CA 90717 |
| 3. | Mariposa Horticultural Enterprises, Inc. | 15529 Arrow Hwy., Irwindale, CA 91706 |
| 4. | United Pacific Service, Inc. | 120 East La Habra Boulevard, La Habra,
CA 90631 |

Road Maintenance District 4 (MD4):

- | | | |
|----|--|--|
| 1. | TruGreen Landcare | 7755 Deering Avenue, Canoga Park,
CA 91304 |
| 2. | Mariposa Horticultural Enterprises, Inc. | 15529 Arrow Highway, Irwindale, CA 91706 |
| 3. | United Pacific Service, Inc. | 120 East La Habra Boulevard, La Habra,
CA 90631 |

Road Maintenance District 5 (MD5):

- | | | |
|----|--|--|
| 1. | TruGreen Landcare | 7755 Deering Avenue, Canoga Park,
CA 91304 |
| 2. | Mariposa Horticultural Enterprises, Inc. | 15529 Arrow Highway, Irwindale, CA 91706 |
| 3. | United Pacific Service, Inc. | 120 East La Habra Boulevard, La Habra,
CA 90631 |
| 4. | Tip Top Arborists | P.O. Box 2107, Lancaster, CA 93539 |

County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

II. If proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: TruGreen LandCare, Branch 6169

My County (WebVen) Vendor Number: 52607902

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

☒ I AM NOT

A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.

☐ I AM



As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input checked="" type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 240						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino			8		227	1
Asian or Pacific Islander						
American Indian						
Filipino						
White			2		1	


III. **PERCENTAGE OF OWNERSHIP IN FIRM:** ****No natural person owns more than 2% **** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	%
Women	%	%	%	%	%	%

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
N/A					

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: Branch Manager	Date: July 19, 2006
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County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: MARIPOSA HORTICULTURAL ENTERPRISES, INC.

My County (WebVen) Vendor Number: 50312901

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): 328						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino	1		10	1	302	5
Asian or Pacific Islander				1	1	
American Indian						
Filipino						
White			7			

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	100 %	%	%	%	%
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
COUNTY OF LOS ANGELES	X				06/25/2006
CITY OF LOS ANGELES	X				05/18/2007

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: PRESIDENT	Date: 07/19/06
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County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: UNITED PACIFIC SERVICES, INC.

My County (WebVen) Vendor Number: 52887901

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

☒ I AM NOT A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.

☐ I AM

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole ☐ Partnership ☒ Corporation ☐ Nonprofit ☐ Franchise

☐ Other (Please Specify): - - -

Total Number of Employees (including owners): 52

Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American					3	
Hispanic/Latino			4		37	
Asian or Pacific Islander						
American Indian			1			
Filipino						
White	1	1	3			2

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	50 %
Women	%	%	%	%	%	50 %

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature:

Title:

President

Date:

07/18/06

County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: TRAVERS TREE SERVICE INC.

My County (WebVen) Vendor Number: 03500701

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

<input checked="" type="checkbox"/> I AM NOT	A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.
<input type="checkbox"/> I AM	
<input type="checkbox"/> As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.	

ii. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners): <u>56</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American					1	
Hispanic/Latino				1	44	3
Asian or Pacific Islander			3			
American Indian						
Filipino						
White	1		2	1		

iii. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

iv. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
<u>N/A</u>					

v. **DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: <u>[Signature]</u>	Title: <u>Vice President</u>	Date: <u>7/10/00</u>
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County of Los Angeles
Request for Local Small Business Enterprise (SBE) Preference Program Consideration and
CBE Firm/Organization Information Form

All proposers responding to the Request for Proposals must complete and return this form for proper consideration of the proposal.

FIRM NAME: Tip Top Arborists, Inc

My County (WebVen) Vendor Number: _____

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

☒ I AM NOT ☐ I AM A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid's submission.

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure:	<input type="checkbox"/> Sole	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise	
<input type="checkbox"/> Other (Please Specify): _____						
Total Number of Employees (including owners): <u>33</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino					21	
Asian or Pacific Islander						
American Indian						
Filipino						
White	1		2	1	6	2

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	%	%	%	%	100 %
Women	%	%	%	%	%	%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: [Signature] Title: President Date: 7/14/06